


VACANCY NOTICE

File #10662

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: AUDITOR CLASSIFICATION CODE: 02641200</p> <p>SALARY RANGE: (K0022A) \$37551-\$43294 REFERENCE POSITION NO.: 5415-10000-180</p> <p>Department or Agency Name TRANSPORTATION APPLICATION PERIOD: 05/23/06-05/29/06</p> <p>Division/Section/Unit Transportation Support / Audits & Final Review</p> <p>Assignment's / Comments 35HR. WWK</p> <p>Shift and Days: M-F 8:30am-4:00pm Job Location: Two Capitol Hill/Providence</p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes X No _____</p> <p>Name of Bargaining Unit Union: Local 400 IFPTE (EE-3115)</p> <p>There is*__ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. R.I. Residency Required</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Name of department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</p> <ul style="list-style-type: none"> • Medical Information: <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>To perform professional auditing work of a relatively complex nature; to independently conduct financial audits of small agencies and municipalities; to assist in such activities in large state departments and municipalities. To prepare, or assist in the preparation of, financial statements and related auditing records in connection with the reporting of information obtained during the audit. To determine compliance with the various ordinances, laws, (federal and state) and rules and regulations of the unit under examination. To review operational results of the various stores and rotary funds and evaluate the purposes and the profits and losses thereof. To do related work as required.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through graduation from a college of recognized standing with specialization in accounting or business administration; and Experience: Such as may have been gained through employment in a public agency or in private industry involving the performance of professional level auditing work. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>RIDOT/DEM Human Resources Service Center Telephone #: <u>222-2572</u></p> <p>Two Capitol Hill, Room 214 TTY/TDD #: <u>222-4971</u></p> <p>Providence, RI 02903-1124 (Telecommunication Device for the Deaf)</p> <div style="text-align: right;">   </div>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER